My Business Cards PROFESSIONAL

Getting Started Quickly

How to Install

- Insert MyBusinessCards Disk 1 in the disk drive or, if you have the CD-ROM version, put the CD in your CD-ROM drive.
- From the Windows Program Manager, select **Run** from the **File** menu.
- Type the letter of the drive that contains the disk or CD, followed by a colon (:) and the word SETUP (for example, if the disk is in your A drive, type **A:SETUP**).
- Press ENTER or click **OK**.
- Follow the on-screen instructions to finish the installation.

How to Run

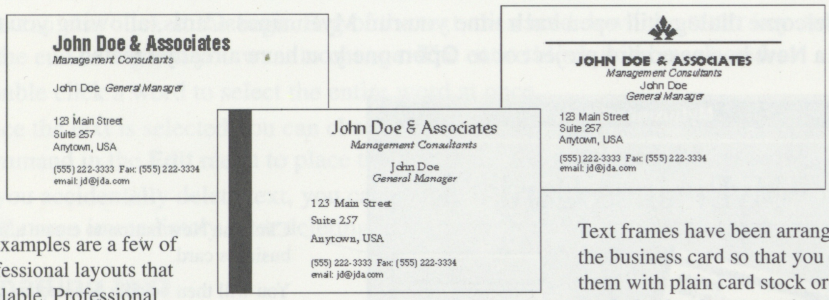
Double click your mouse on the MyBusinessCards icon, or highlight the icon and press ENTER.

MyBusiness Cards

The first time you run MyBusinessCards, you will be prompted to register your copy. Click **Register** for more information; click **Continue** to start without registering.

Welcome to MyBusinessCards

Using a professional layout is probably the fastest and easiest way to create your first business card because MyBusinessCards does most of the work for you. All you need to do is fill in your company information, select a professional layout and you're ready to print your business card.



These examples are a few of the professional layouts that are available. Professional layouts are predesigned business card templates.

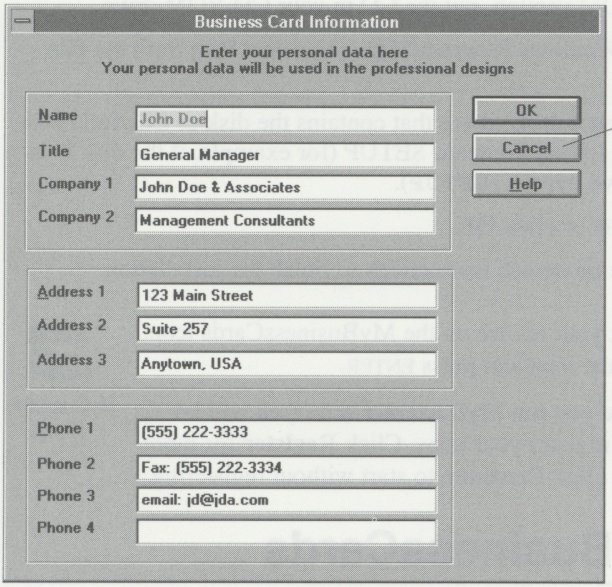
Text frames have been arranged on the business card so that you can use them with plain card stock or card stock that has been preprinted with a design.

The following information introduces you to the program and the quickest way to get results from it. You will get a "head start" in learning how to combine some of the many features to get your work done in record time.

Entering your company information

The first time you run MyBusinessCards, the Business Card Information dialog will open.

Enter as much of your company information as you want on your business card. When you choose a professional layout, this information is automatically added to your business card.



You do not need to fill in every piece of information. However, you will need to fill in at least one field to use a professional layout.

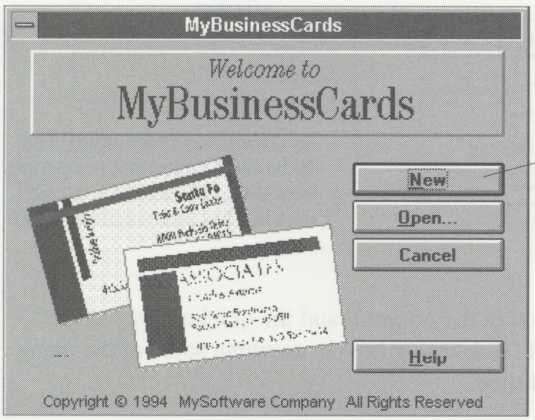
Click **Cancel** to continue without saving any information.

You will be able to return to this dialog later to edit or add to the information you have entered at this time.

When you finish entering your information, click **OK** to continue.

Starting a new business card

The Welcome dialog will open each time you run MyBusinessCards, allowing you to create a **New** business card project or to **Open** one you have already created.



Click the **New** button to create a new business card.

You will then be able to select a background design and professional layout.

Editing & designing your own layout

Now that you know how to use professional layouts, you can edit our layouts or create your own. Use the tools and techniques described below to create your own business card or customize a professional layout.

Drawing a text frame

1. Click **Text Frame** button in the toolbar at the top of the main window.
2. Click the mouse button and drag to draw a box. When you release the mouse button, the cursor will be in the text box ready for you to type.

3. Change the text inside the box using the techniques described below. You can also move or resize the text box.

Typing text

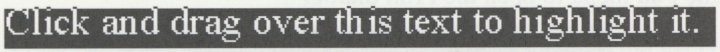
1. Double-click in a text frame to place the I-beam in the frame.
2. Start typing to enter text into the text frame. As you type, the text will wrap at the end of each line. Press ENTER to start a new line.

   The text frame will "grow" to accommodate the text you type.

Selecting & editing text

To place the I-beam in the frame, double-click in the text box you want to edit.

1. Click at the beginning of the block of text.
2. Hold down the mouse button and drag to the end of the block. When you release the mouse button, the text will be selected.



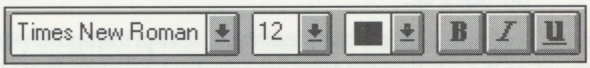
   You can also click at the beginning of the text, then hold down the SHIFT key and click at the end of the text you want to change. The entire block will be selected.

   Double click a word to select the entire word at once.
3. Once the text is selected you can change its formatting, or use the **Cut** or **Copy** command in the **Edit** menu to place the text in the Clipboard so you can move it.
4. If you accidentally delete text, you can restore it using the **Undelete** command in the **Edit** menu immediately after deleting it.

Formatting text

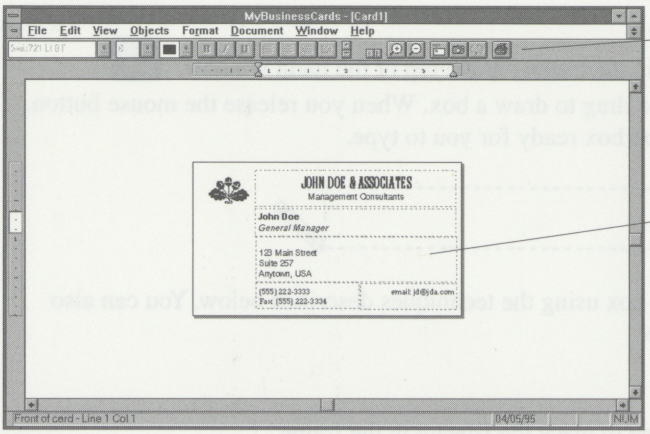
Once you have text selected, you can change the font, size or color. You may also apply the bold, italic or underline style (or any combination of the three).

These options can be found in the toolbar at the top of the main window.



Viewing your business card

In the main work window, you can see how your business card will look when you print it. This is where you can make changes to the layout, edit the text, or add your logo or other graphics.



The toolbar at the top of the main window allows you to quickly access common tools and commands.

Your company information is inserted into text frames on the background design you selected.

To edit the information, *DOUBLE-CLICK* on the part you want to edit to place the insertion point.

Saving your business card

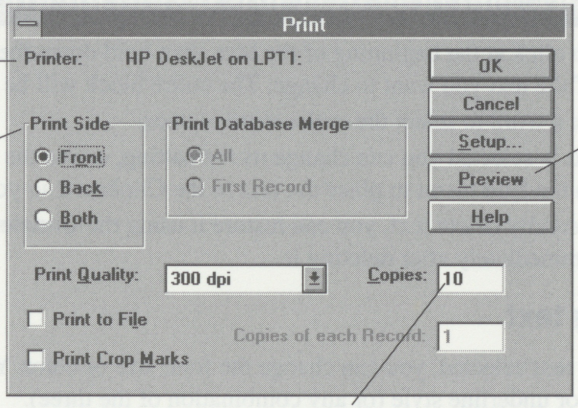
To save the business card layout and information, select **Save** from the **File** menu. If your business card has not been previously saved, you will be asked to type a name for your file and select a location to store the file. Click **OK** to save it.

Printing your business card

Once you have entered your information and customized the business card layout, select **Print** from the **File** menu to open the Print dialog.

Use **Print Setup** in the **File** menu to select the printer you will use.

Select to print the front, the back or both.



Click to preview your business card page before you print.

Type the number of copies of the business card you want to print. 10 copies is one full page of business cards, 20 copies will print two pages, etc.

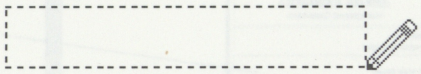
To print both sides of a double-sided business card, test printing on plain white paper first. See the manual or the on-line help for more information about printing.

Editing & designing your own layout

Now that you know how to use professional layouts, you can edit our layouts or create your own. Use the tools and techniques described below to create your own business card or customize a professional layout.

Drawing a text frame

1. Click **Text Frame** button in the toolbar at the top of the main window.
2. Click the mouse button and drag to draw a box. When you release the mouse button, the cursor will be in the text box ready for you to type.



3. Change the text inside the box using the techniques described below. You can also move or resize the text box.

Typing text

1. Double-click in a text frame to place the I-beam in the frame.
2. Start typing to enter text into the text frame. As you type, the text will wrap at the end of each line. Press ENTER to start a new line.

   The text frame will "grow" to accommodate the text you type.

Selecting & editing text

To place the I-beam in the frame, double-click in the text box you want to edit.

1. Click at the beginning of the block of text.
2. Hold down the mouse button and drag to the end of the block. When you release the mouse button, the text will be selected.

Click and drag over this text to highlight it.

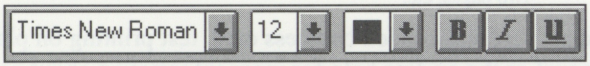
   You can also click at the beginning of the text, then hold down the SHIFT key and click at the end of the text you want to change. The entire block will be selected.

   Double click a word to select the entire word at once.
3. Once the text is selected you can change its formatting, or use the **Cut** or **Copy** command in the **Edit** menu to place the text in the Clipboard so you can move it.
4. If you accidentally delete text, you can restore it using the **Undelete** command in the **Edit** menu immediately after deleting it.

Formatting text

Once you have text selected, you can change the font, size or color. You may also apply the bold, italic or underline style (or any combination of the three).

These options can be found in the toolbar at the top of the main window.



Placing a picture

1. Click the **Clipart** button in the toolbar.
2. From the Import Picture dialog, select a picture. You can preview clipart by clicking the picture's name to display it in the dialog.
3. Once you have chosen a picture, click **OK** to return to the brochure.
4. Position the cursor where you want the picture and click to place the picture.

Resizing a text frame or picture

1. Click anywhere on the object to select it.
2. To resize the object, position the pointer over any square handle, so that the cursor becomes a double-headed arrow, then click and drag. Hold the SHIFT key as you drag a corner handle to resize the object proportionally.

Moving a text frame or picture

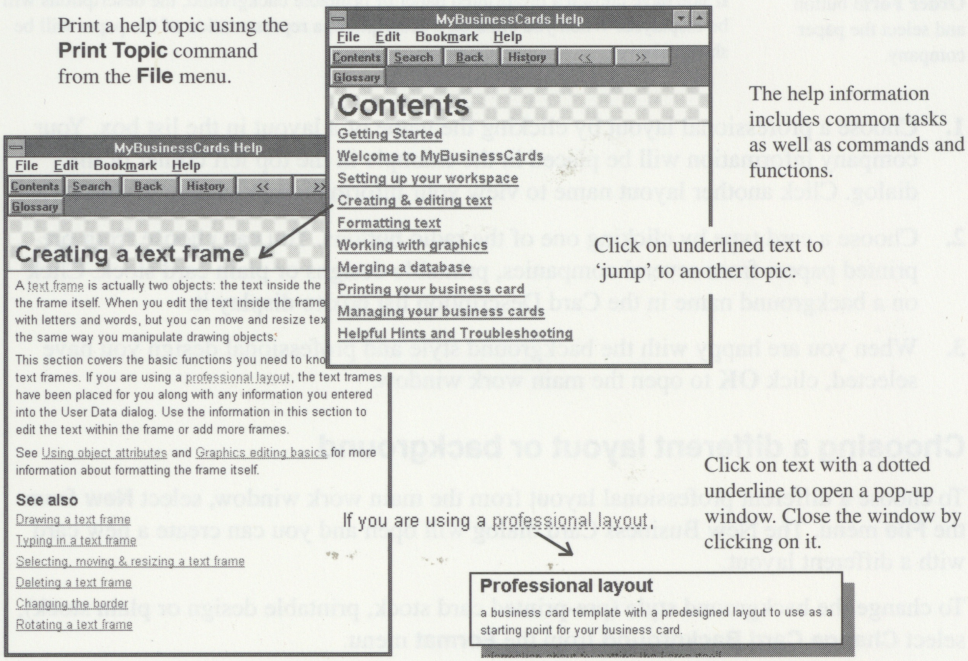
1. Click anywhere on the object to select it.
2. To move the object, click anywhere on the object, except a handle, then drag the object while holding the mouse button down.

See the manual or on-line help for more information about text frames and graphics.

Getting Help

Any additional information you may need as you use the program is easily accessible from anywhere in the program. Press the F1 key to display the context-sensitive help or select **Contents** from the **Help** menu to view an index of help topics.

Print a help topic using the **Print Topic** command from the **File** menu.


MyBusinessCards Help
File Edit Bookmark Help
Contents Search Back History << >>
Glossary
Contents
Getting Started
Welcome to MyBusinessCards
Setting up your workspace
Creating & editing text
Formatting text
Working with graphics
Merging a database
Printing your business card
Managing your business cards
Helpful Hints and Troubleshooting
MyBusinessCards Help
File Edit Bookmark Help
Contents Search Back History << >>
Glossary
Creating a text frame
A text frame is actually two objects: the text inside the
the frame itself. When you edit the text inside the frame
with letters and words, but you can move and resize tex
the same way you manipulate drawing objects.
This section covers the basic functions you need to kno
text frames. If you are using a professional layout, the text frames
have been placed for you along with any information you entered
into the User Data dialog. Use the information in this section to
edit the text within the frame or add more frames.
See Using object attributes and Graphics editing basics for more
information about formatting the frame itself.
See also
Drawing a text frame
Typing in a text frame
Selecting, moving & resizing a text frame
Deleting a text frame
Changing the border
Rotating a text frame
If you are using a professional layout,
Professional layout
a business card template with a predesigned layout to use as a
starting point for your business card.

The help information includes common tasks as well as commands and functions.

Click on underlined text to 'jump' to another topic.

Click on text with a dotted underline to open a pop-up window. Close the window by clicking on it.